

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD  
TECHNICIAN VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT #**

10-02-007J

**OPEN PERIOD:**

8/24/2010 – 9/24/2010

**JOB TITLE:**

Human Resources Officer

**PAY GRADE AND SERIES:**

GS-0201-13/14

**PAY RANGE:**

GS-13: \$87,586 - \$113,860

GS-14: \$103,500 - \$134,547

**POSITION LOCATION:**

Sacramento, CA.

**UNIT:**

JFHQ, HRO

**PDCN #:**

GS-0201-13:

Air: 80483000 / Army: 70383000

GS-0201-14:

Air: 80842000 / Army: 70382000

**Security Clearance Required:**

Secret

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS**

**AREA OF CONSIDERATION: ALL SOURCES**

Military grade of O-4 through O-5.

**Compatible Military Grade Assignment: Air AFSC – 38FX, 65FR;  
Army MOS – 43.**

**Key Requirements:**

This position is funded by Army.

**THIS IS A PERMANENT POSITION**

This position is located in the Human Resources Office servicing Army and Air National Guard (ARNG and ANG) positions. The purpose of this position is to plan, direct and administer the human resources programs for all full-time National Guard personnel to include non-dual status (NDS) technicians, ARNG and ANG full-time support personnel in Active Guard Reserve (AGR) status, and ARNG and ANG dual status employees (DS).

**THIS POSITION IS CONCURRENTLY ANNOUNCED WITH VA 10-02-007C. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW CNG FPR 335.**

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations**

**Position Requires Travel: Some, 1 to 5 days per month.**

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

**Human Resources Officer GS-0201-13/14:** Must have 36 months of specialized experience in recommending policy, organizing and carrying out programs; organizing or recommending changes in methods of implementation of policies or procedures in a personnel environment; experience initiating and preparing written communications as well as oral presentations, such as formal and informal briefings, classroom settings, research and analytical position papers and day-to-day correspondence; progressive responsible experience which demonstrates the ability to provide technical guidance and assistance to managers, supervisors, employees and subordinates; experience as staff, program manager or first level supervisor; experience which demonstrates that the candidate has a working knowledge of federal personnel supervisory policies and procedures, by prioritizing, assigning and modifying work assignments of sub units and subordinates; recommending training, promotions, writing supervisory appraisals, as well as dealing with any disciplinary action of subordinates.

**Promotion/Appointment for GS-14:** Employee may be considered for non-competitive promotion to GS-14, with substantial (5 years) direct work and progressive responsible experience displayed in on-the-job performance and recommendation of supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge and ability to manage, recognize, analyze, plan, train and solve problems arising within two or more Federal Title 32 Human Resources Division programs that include staffing, classification, employee development, labor and employee relations and equal opportunity.
2. Ability to communicate and deliver, orally and in writing, a wide range of manpower and personnel directives, training, analytical presentation, written correspondence and presentations to individuals, groups, and senior leadership on a variety of Human Resources topics and issues.
3. Experience of and skill in applying, advising and delivering a wide range of Federal and NGB personnel rules, regulations, and procedures relative to staffing, classification, employee development, labor & employee relations and equal employment opportunity program initiatives.
4. Ability to supervise, train, mentor and lead personnel consisting of first and second level supervisors and lower graded technicians within a complex and large organization.
5. Knowledge of manpower and personnel resources, allocations and federal budget processes and procedures.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air or Army National Guard and wear appropriate military uniform and comply with required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé\*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating for qualifications of this office.

**CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS**

**[\\*\\*FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK\\*\\*](#)**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current résumé\* (mandatory)

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.**

**\*CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

**[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .**

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from**

**HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**